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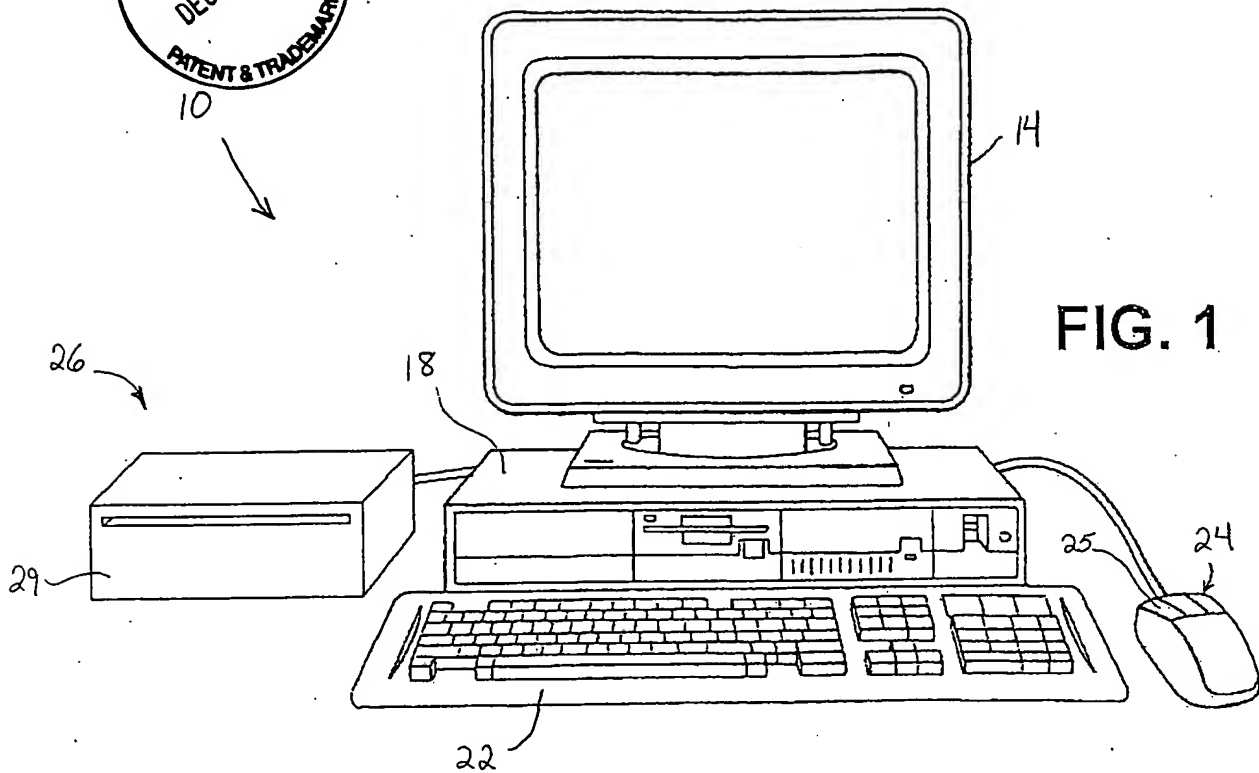


FIG. 1

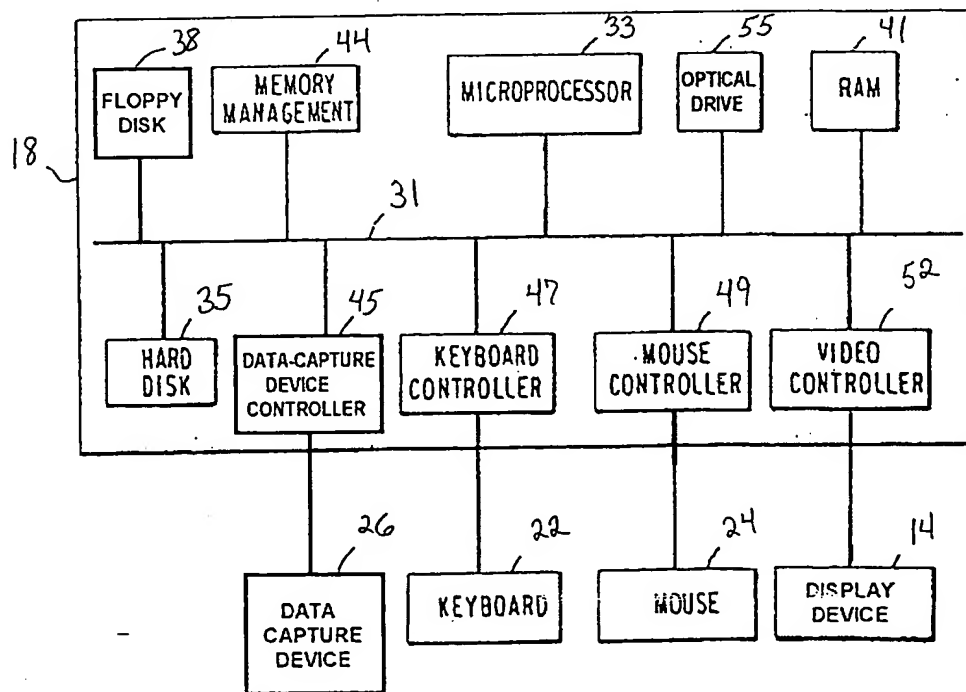
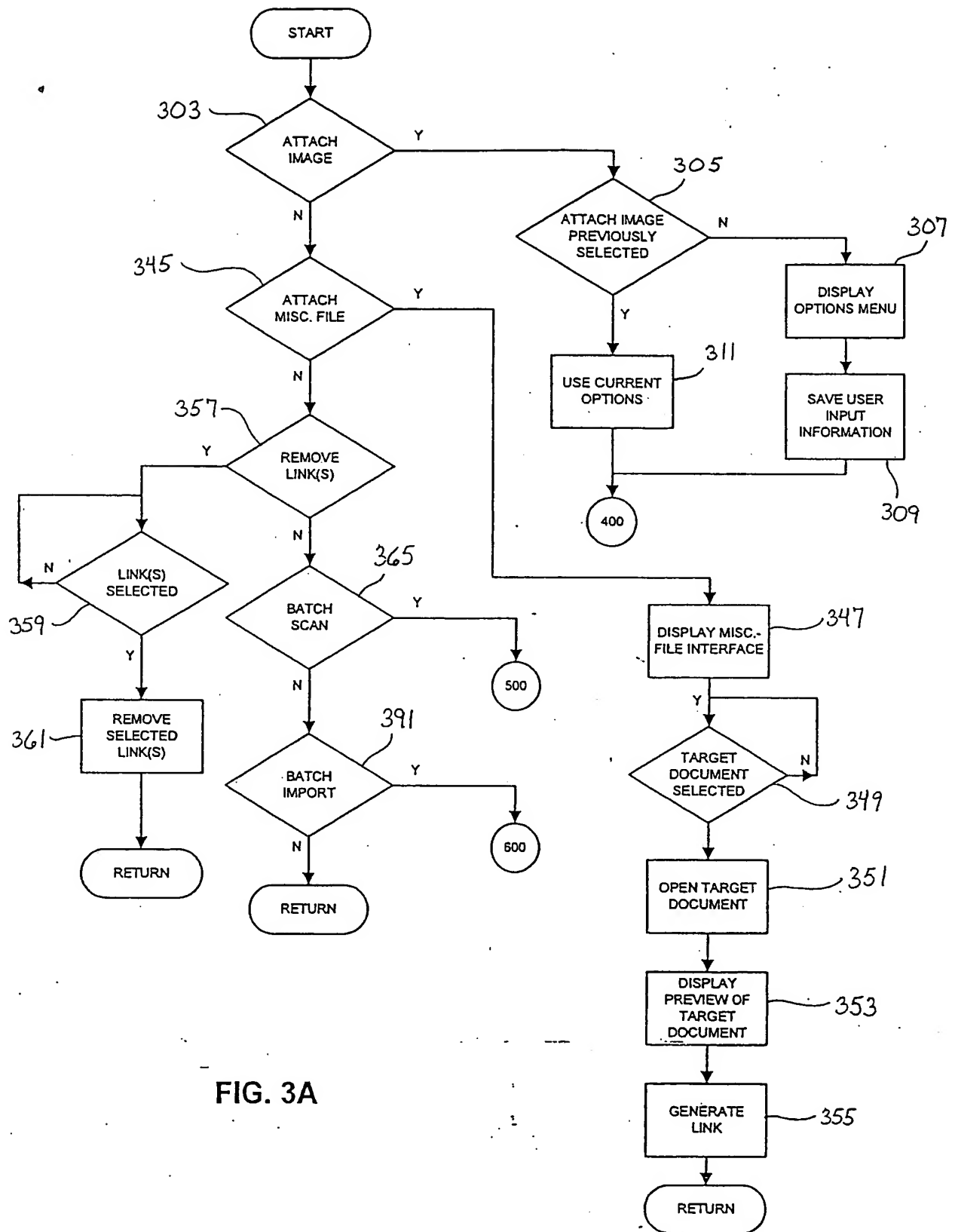


FIG. 2



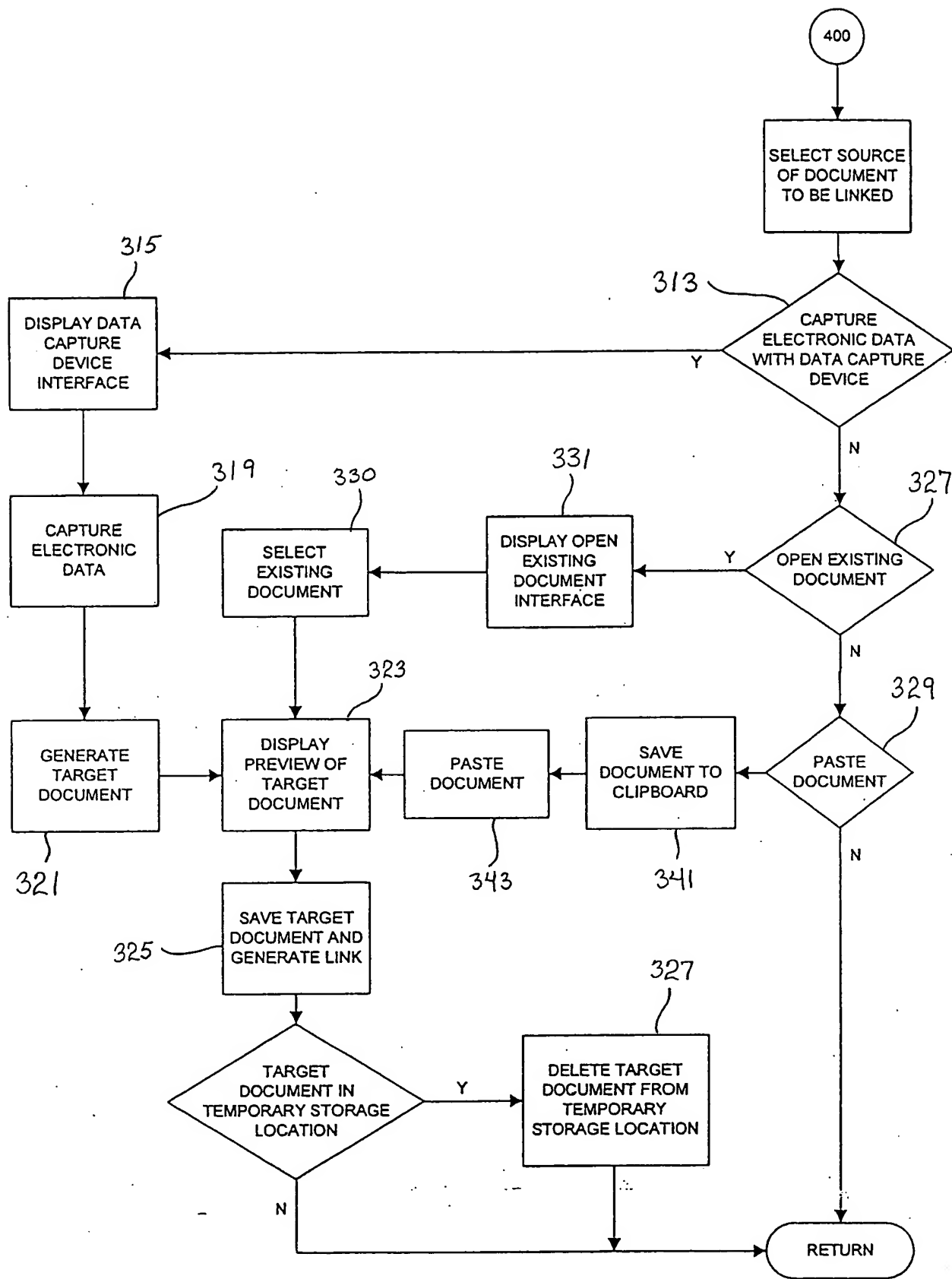


FIG. 3B

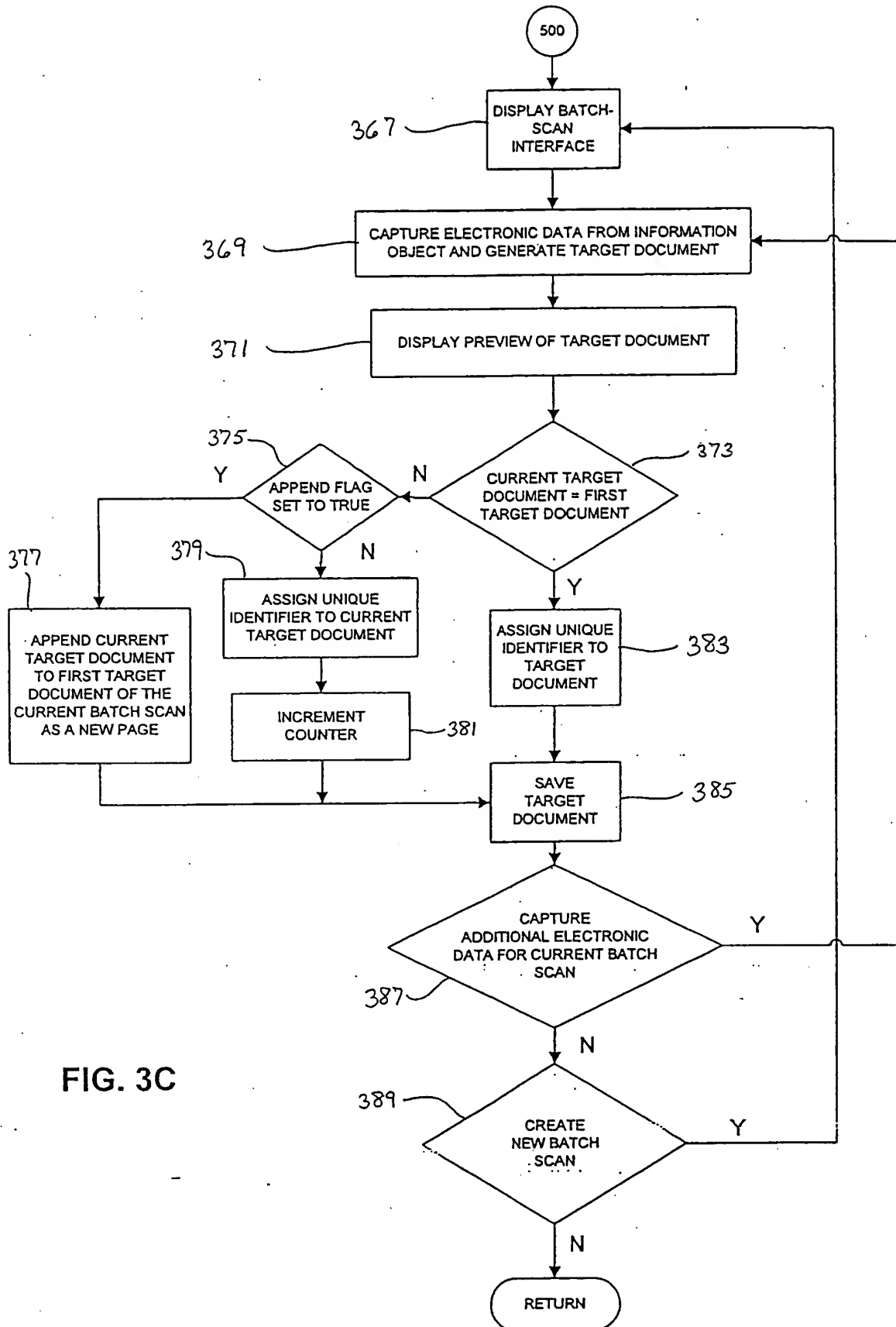


FIG. 3C

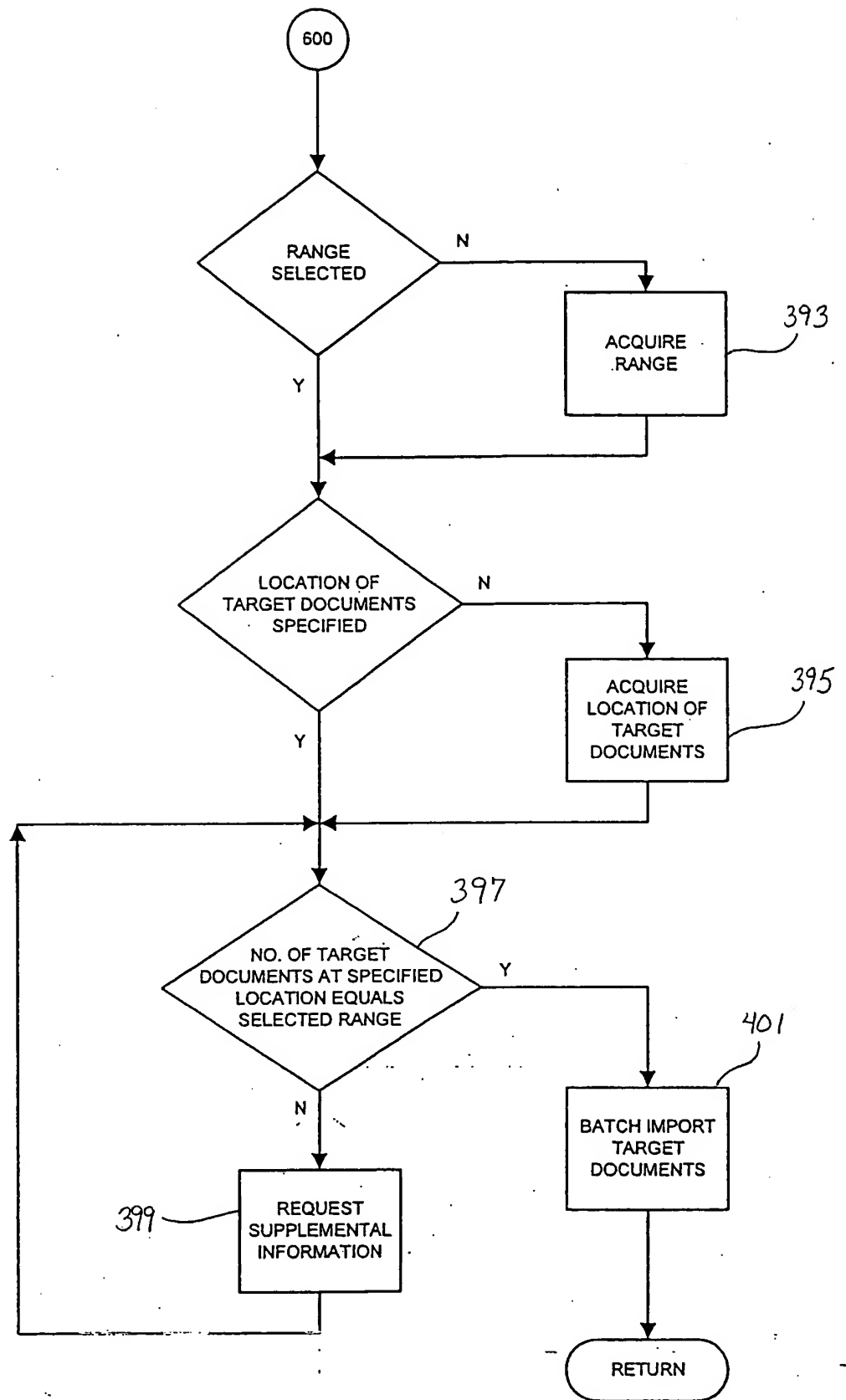


FIG. 3D

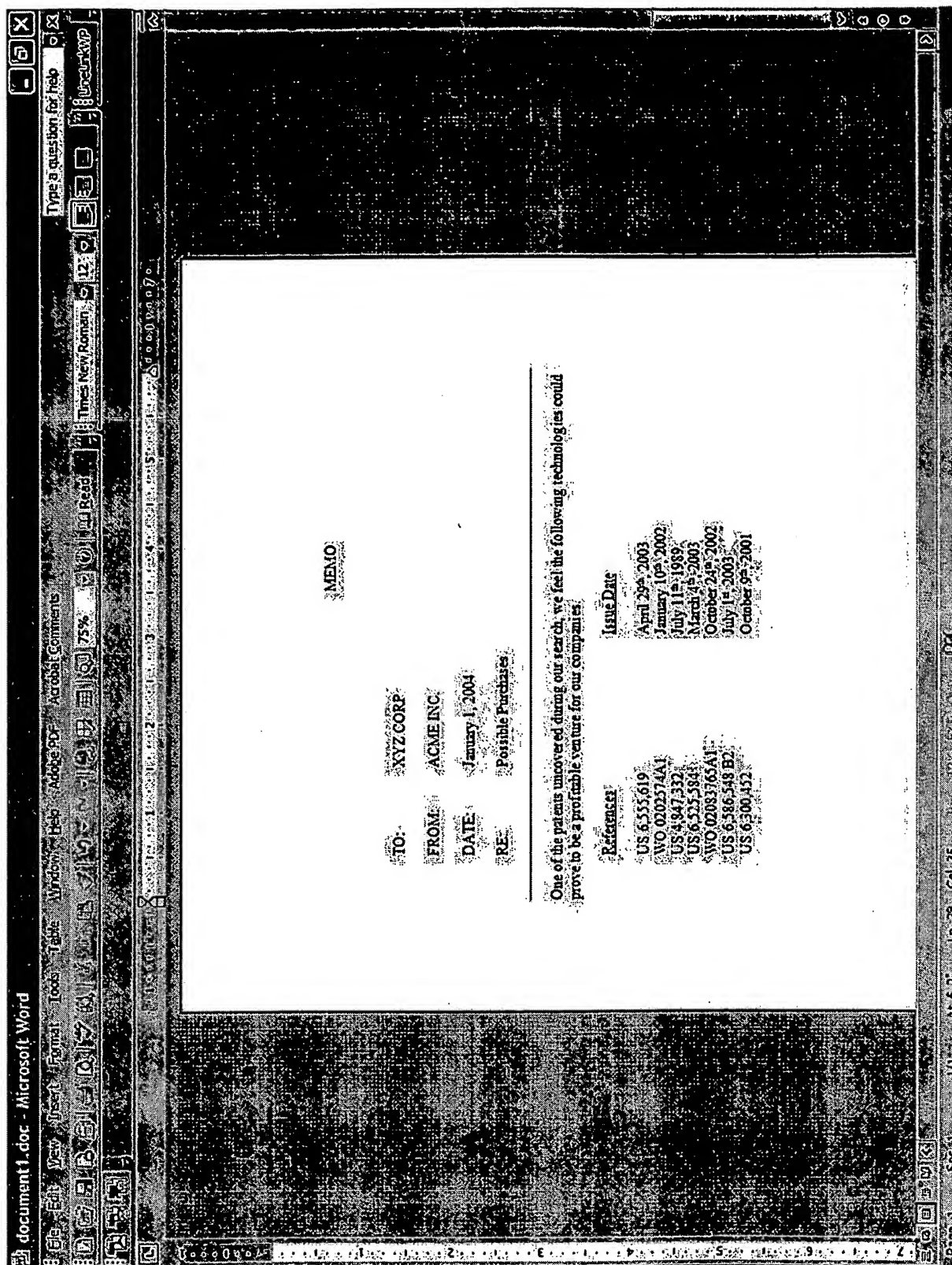


Fig. 4

Microsoft Excel - Samplespread1.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

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	A	B	C	D	E
	A/P Vendor Name	General Ledger Code	Invoice Date (M/D/Y)	Invoice Number	Sales Tax Amount in Dollars
1					Invoice Taxable
2	ABC Corp	Software Support	5/28/2001	1265	1,356.31
3	ABC Corp	Software Support	4/5/2001	1254	1,096.14
4	ABC Corp	Office Services	1/7/2001	34221	693.36
5	ABC Corp	Office Services	12/14/2002	56777	1,720.73
6	Acme Corp	Office Services	2/7/2003	156802	299.22
7	Acme Corp	Office Services	11/23/2002	56732	101.77
8	Acme Corp	Help Desk Support	3/25/2001	121145	2,7310.07
9	XYZ Corp	Help Desk Support	8/15/2002	24439	769.37
10	XYZ Corp	Help Desk Support	4/19/2002	8781	140.89
11	XYZ Corp	Help Desk Support	3/1/2001	4559	178.70
12	XYZ Corp	Help Desk Support	10/11/2002	11207	2,790.62
13	XYZ Corp	Software Support	11/13/2001	100556	127.98
14	XYZ Corp	Software Support	9/28/2001	100390	118.34
15	XYZ Corp	Software Support	12/28/2001	100720	77.41
16	Acme Corp	Software Support	3/25/2002	101202	77.41
17	Acme Corp	Software Support	4/16/2002	101290	77.41
18	Acme Corp	Software Support	9/9/2001	100344	67.22
19	Acme Corp	Hardware Support	1/2/2003	3447	1,539.81
20	Acme Corp	Hardware Support	1/2/2002	2300	6,659.57
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Sheet1 / Sheet2 / Ready

Fig. 5

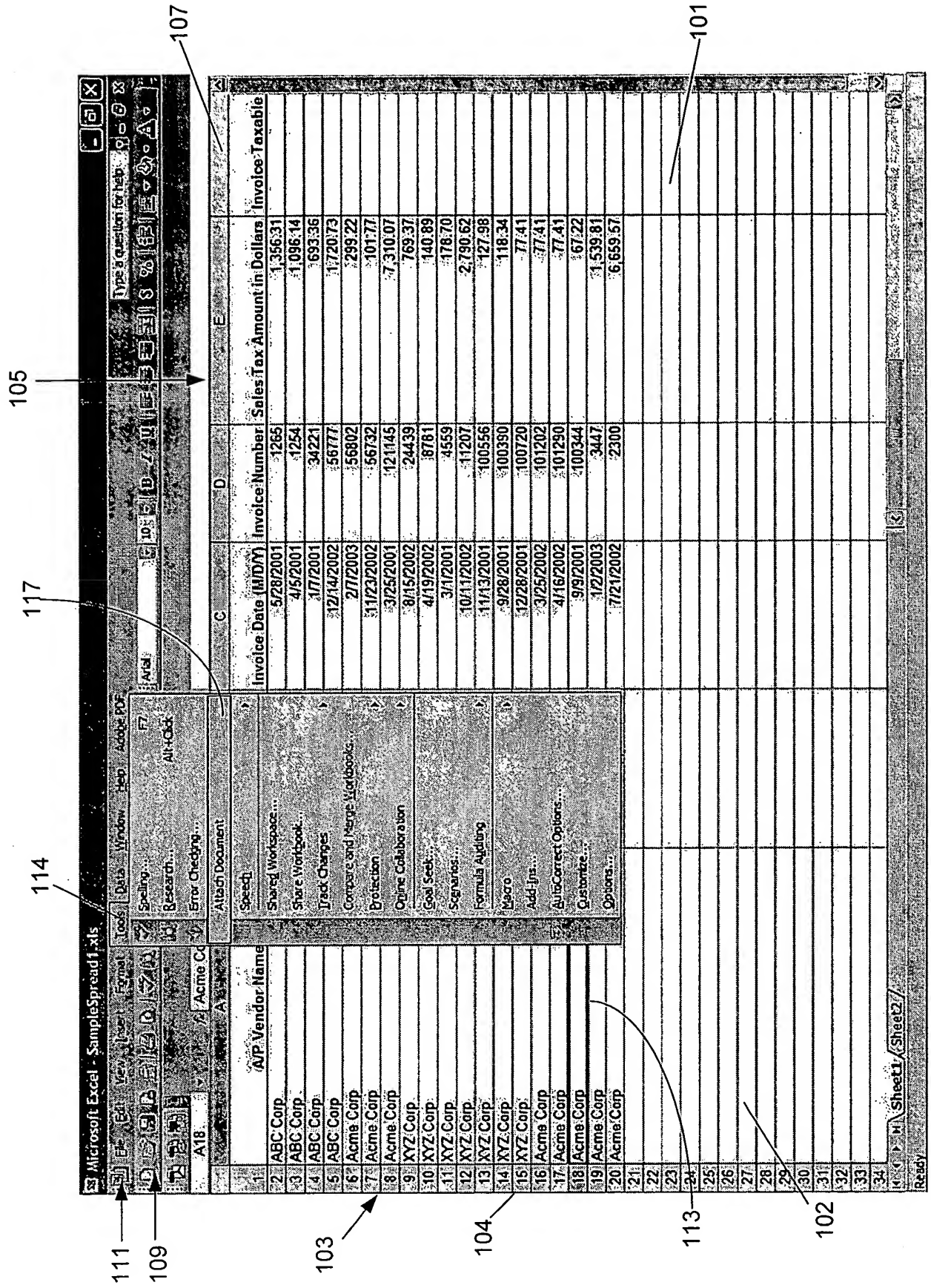


Fig. 6

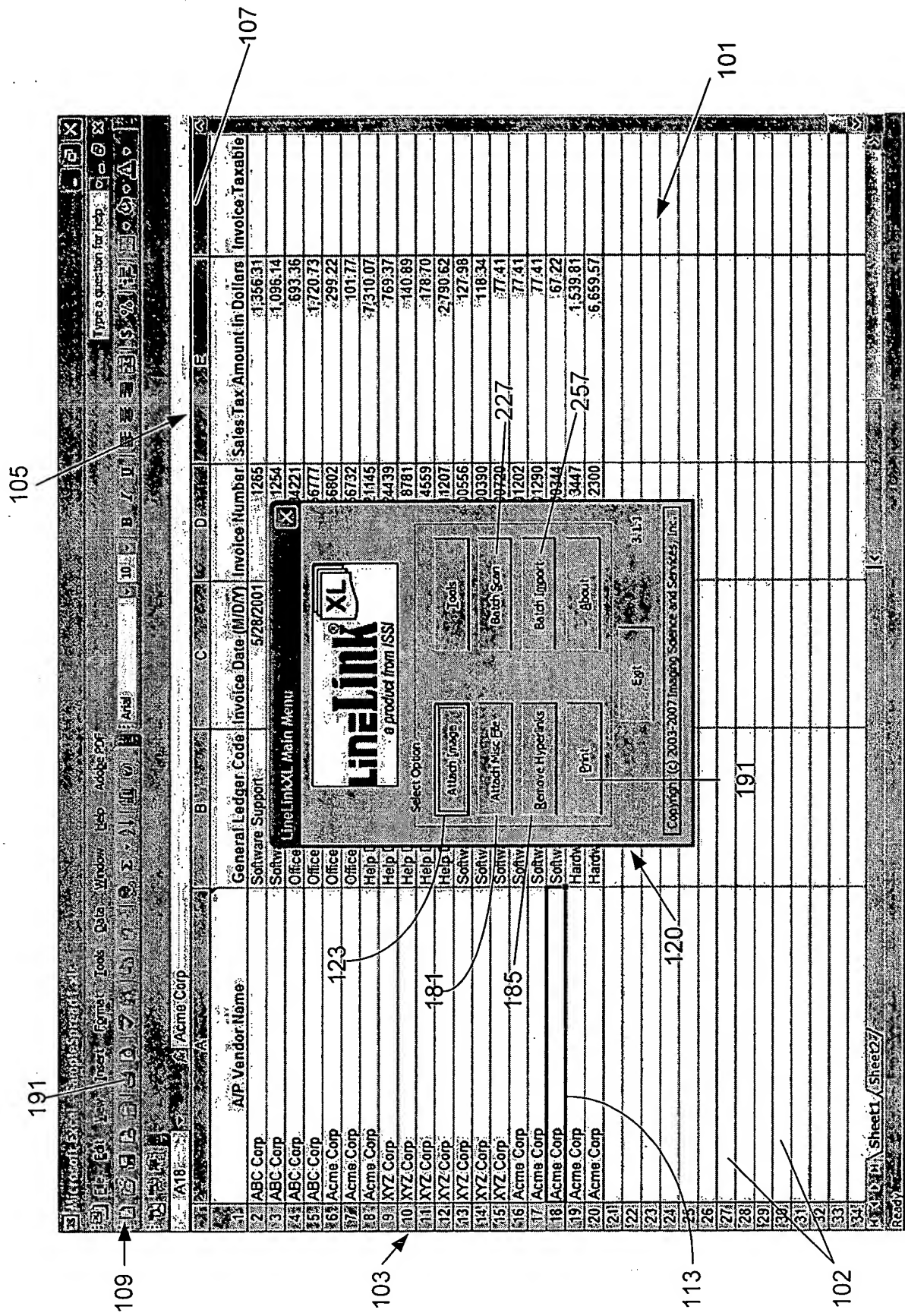


Fig. 7

Microsoft Excel - Samples.xls

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Type a question for help

10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

A B C D E

A18 Acme Corp

	A/P Vendor Name	Sales Tax Amount in Dollars	Invoice Taxable
1			
2	ABC Corp	1,356.31	
3	ABC Corp	1,096.14	
4	ABC Corp	693.36	
5	ABC Corp	1,720.73	
6	Acme Corp	299.22	
7	Acme Corp	101.77	
8	Acme Corp	7,310.07	
9	XYZ Corp	769.37	
10	XYZ Corp	140.89	
11	XYZ Corp	178.70	
12	XYZ Corp	2,790.62	
13	XYZ Corp	127.98	
14	XYZ Corp	118.34	
15	XYZ Corp	77.41	
16	Acme Corp	77.41	
17	Acme Corp	77.41	
18	Acme Corp	67.22	
19	Acme Corp	1,539.81	
20	Acme Corp	6,659.57	
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Options

Column Indicators

Attach to these columns

Enter multiple columns separated by spaces. Example: ADE

Select Scanner

Document Paths

Current Document Path

Temporary Document Path

Company Information

Name

Imaging Science and Services, Inc.

Document Information

Prefix

Current Counter

Exit

131

136a

128

139

145

143

141

125

Sheet1 / Sheet2

Ready

Fig. 8

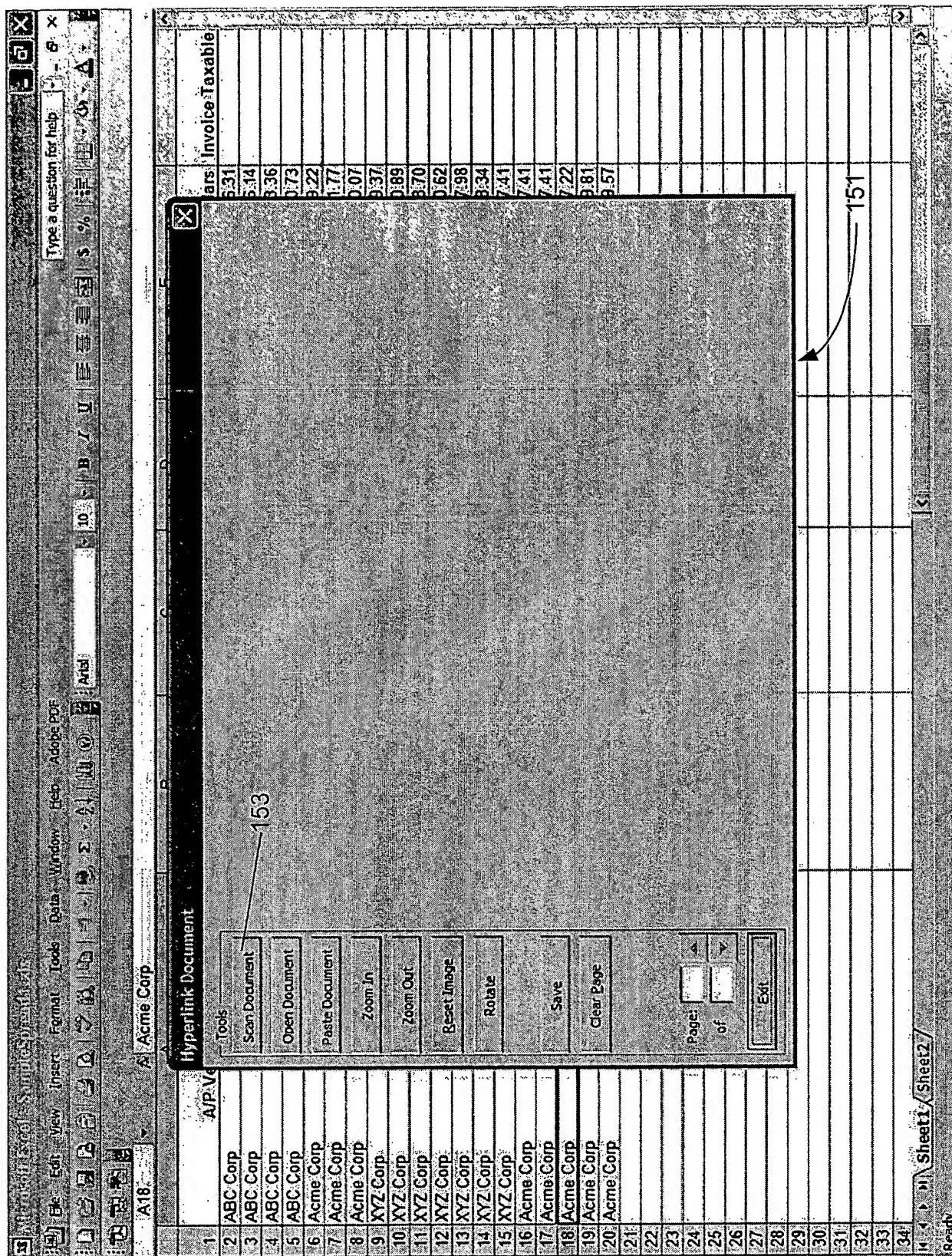


Fig. 9

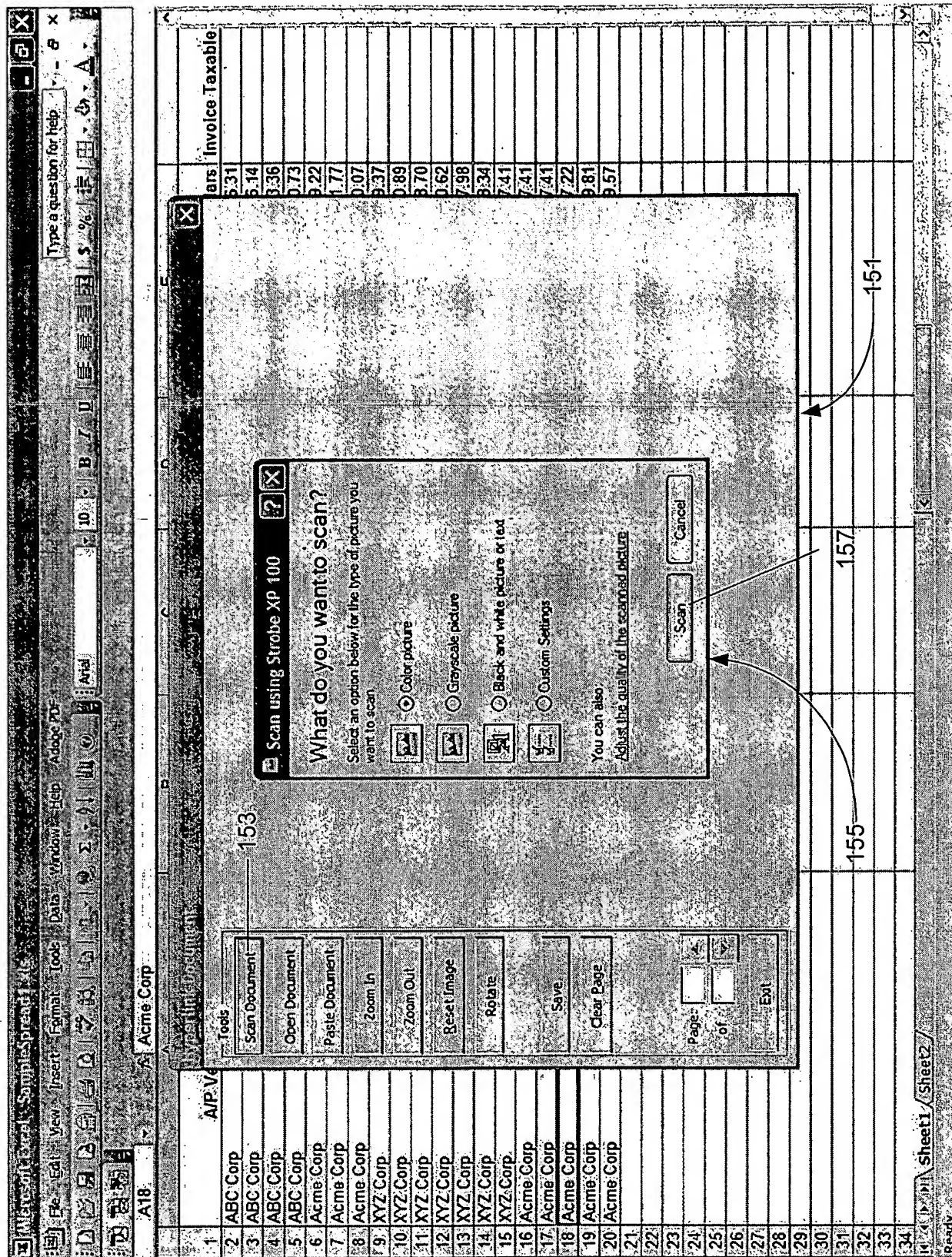


Fig. 10

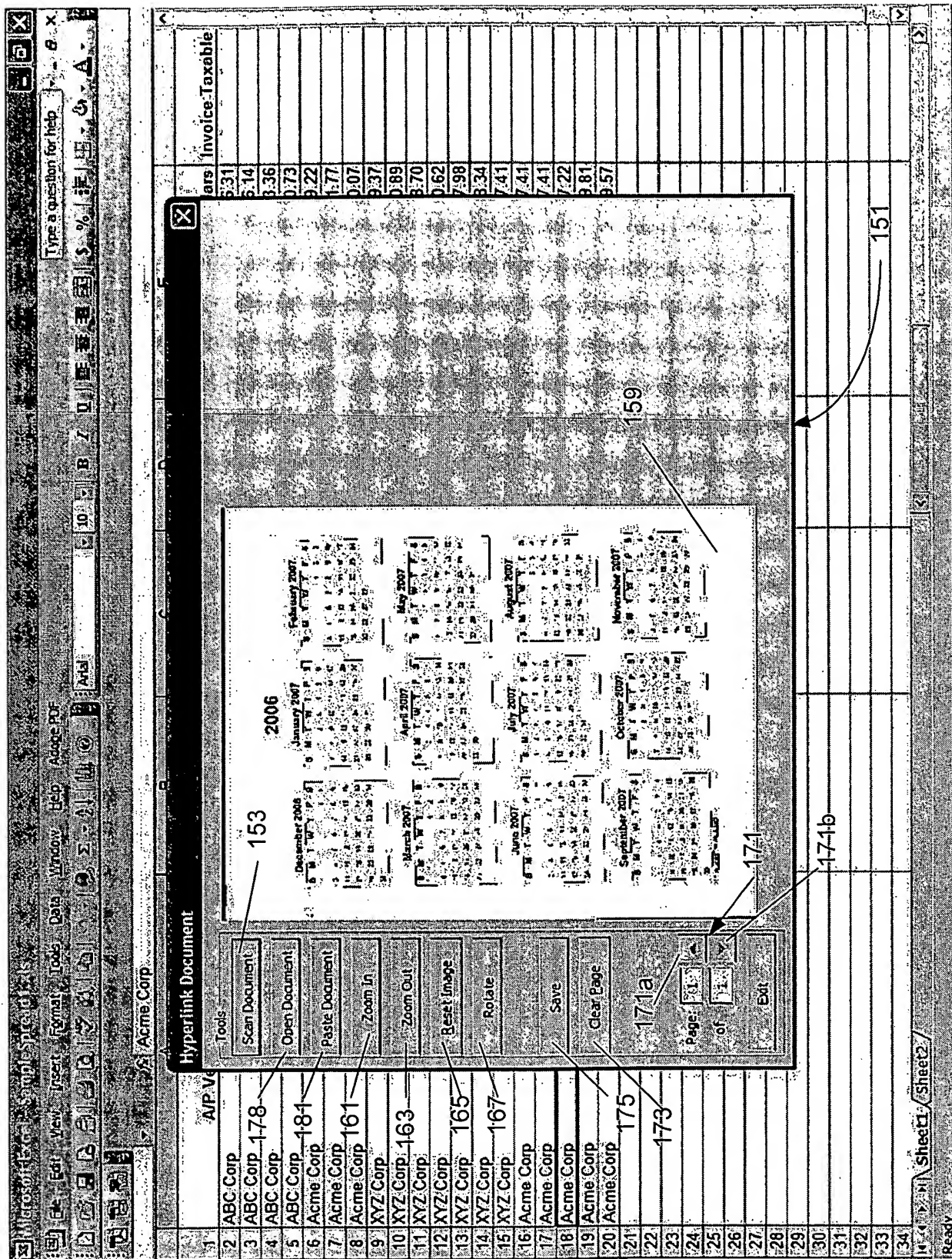


Fig. 11

Microsoft Excel - Suppliers.xls					Type a question for help				
File Edit View Insert Format Tools Data Window Help					Type a question for help				
A18 Acme Corp					Type a question for help				
A B C D E					Type a question for help				
A/P Vendor Name					Type a question for help				
General Ledger Code					Type a question for help				
Invoice Date (M/D/Y)					Type a question for help				
Invoice Number					Type a question for help				
Sales Tax Amount in Dollars					Type a question for help				
Invoice Taxable					Type a question for help				
1	ABC Corp	Software Support	5/28/2001	1254	1,356.31				
2	ABC Corp	Software		1254	1,096.14				
3	ABC Corp	Office		4221	693.36				
4	ABC Corp	Office		6777	1,720.73				
5	Acme Corp	Office		6882	299.22				
6	Acme Corp	Office		6732	101.77				
7	Acme Corp	Help		21145	7,310.07				
8	XYZ Corp	Help		4439	769.37				
9	XYZ Corp	Help		8781	140.89				
10	XYZ Corp	Help		4559	178.70				
11	XYZ Corp	Help		1207	2,790.62				
12	XYZ Corp	Help		0556	127.98				
13	XYZ Corp	Software		10390	118.34				
14	XYZ Corp	Software		10720	77.41				
15	XYZ Corp	Software		1202	77.41				
16	Acme Corp	Software		1290	77.41				
17	Acme Corp	Software		10344	67.22				
18	Acme Corp	Software		3447	1,539.81				
19	Acme Corp	Hardware		2300	6,659.57				
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Fig. 13

Microsoft Excel - Sample Spreadsheet

File Edit View Insert Format Tools Data Window Help Adobe PDF

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10 B U L E S % H A

Arial

A18	A	B	C	D	E
	A/P Vendor Name	General Ledger Code	Invoice Date (M/D/Y)	Invoice Number	Sales Tax Amount in Dollars Invoice Taxable
1	ABC Corp	Software Support	5/28/2001	1265	1,356.31
2	ABC Corp	Software		1254	1,096.14
3	ABC Corp	Office		4221	693.36
4	ABC Corp	Office		5777	1,720.73
5	Acme Corp	Office		5802	299.22
6	Acme Corp				101.77
7	Acme Corp				7,310.07
8	XYZ Corp				769.37
9	XYZ Corp				140.89
10	XYZ Corp				178.70
11	XYZ Corp				2,790.62
12	XYZ Corp				127.98
13	XYZ Corp				118.34
14	XYZ Corp				77.41
15	XYZ Corp				77.41
16	Acme Corp				77.41
17	Acme Corp				67.22
18	Acme Corp				1,539.81
19	Acme Corp				6,659.57
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Sheet1 / Sheet2 /

Ready

Prepare for CD

Instructions

This option will organize the current spreadsheet, and all hyperlinked images and miscellaneous files, under one main folder so that you can copy this folder directly to a CD for distribution or archival purposes.

To create a Zip file containing the current spreadsheet and all images select the "Create Zip File" checkbox.

Select Top Level folder to begin CD preparation:

Browse

Create Zip file

Cancel

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Fig. 14

Microsoft Excel - Sample Spreadsheet

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

AP: Vendor Name

	A	B	C	D	E
	General Ledger Code	Invoice Date (MM/DD)	Invoice Number	Sales Tax Amount in Dollars	Invoice Taxable
1	ABC Corp	Software Support	5/28/2001	1265	1,356.31
2	ABC Corp	Software	1254	1,096.14	
3	ABC Corp	Office	1221	693.36	
4	ABC Corp	Office	5777	1,720.73	
5	ABC Corp	Office	6802	299.22	
6	Acme Corp			101.77	
7	Acme Corp			7,310.07	
8	XYZ Corp			769.37	
9	XYZ Corp			140.89	
10	XYZ Corp			178.70	
11	XYZ Corp			2,790.62	
12	XYZ Corp			127.98	
13	XYZ Corp			118.34	
14	XYZ Corp			77.41	
15	XYZ Corp			77.41	
16	Acme Corp			67.22	
17	Acme Corp			1,539.81	
18	Acme Corp			6,659.57	
19	Acme Corp				
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Sheet1 Sheet2

Ready

Change Hyperlink Paths

Update Current Hyperlink Paths

Select a Current Hyperlink Path

Select a New Hyperlink Path

Browse

Update Paths

Cancel

Exit

3 L1

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Fig. 15

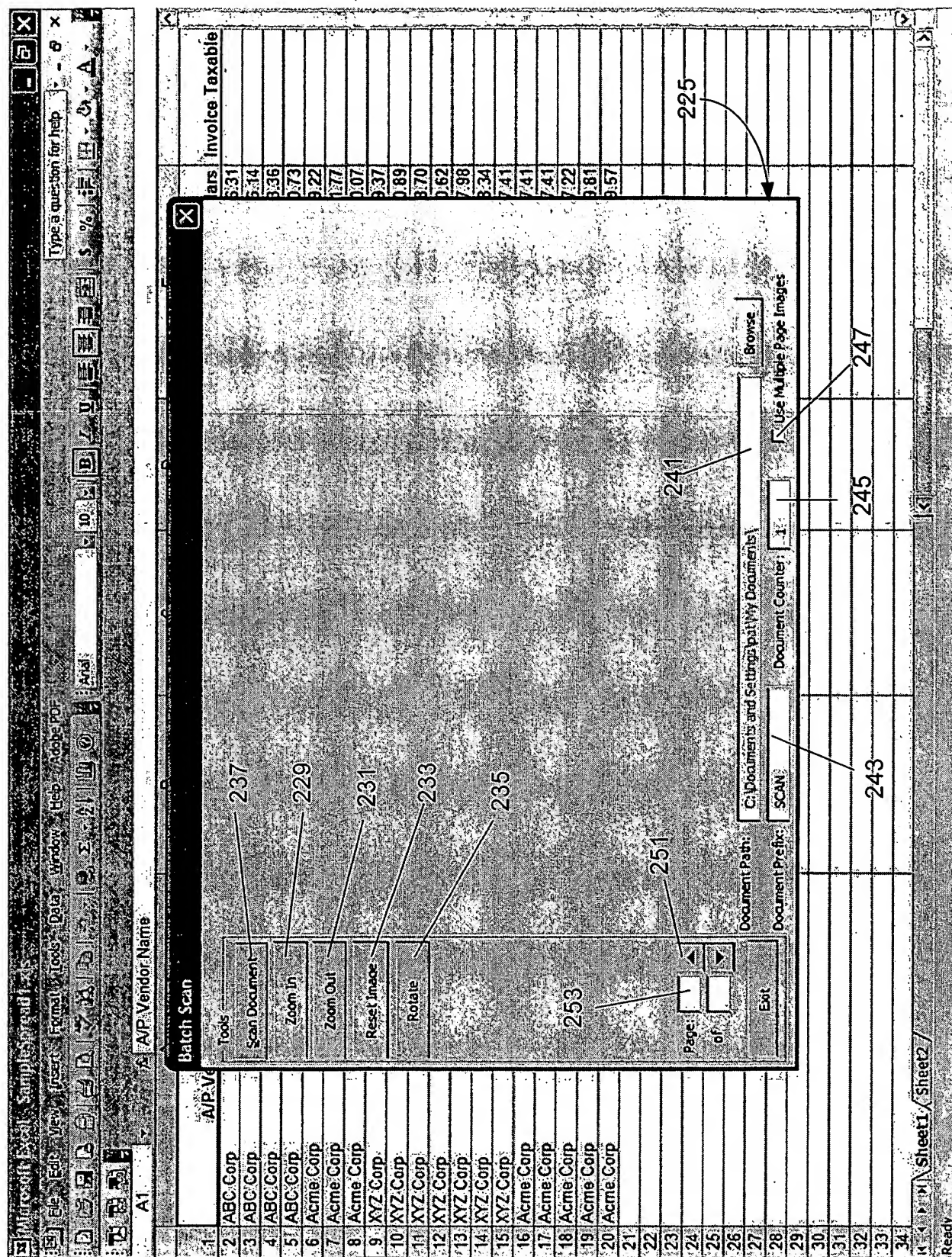


Fig. 16

Microsoft Excel - Sample Spreadsheet

Type a question for help

File Edit View Insert Format Tools Data Window Help Adobe PDF

AP Vendor Name

	A	B	C	D	E
	AP Vendor Name	General Ledger Code	Invoice Date (MM/DD)	Invoice Number	Sales Tax Amount in Dollars
2	ABC Corp	Software Support	5/28/2001	1265	1,356.31
3	ABC Corp	Software Support	4/5/2001	1254	1,096.14
4	ABC Corp	Office Services	1/7/2001	34221	1,693.36
5	ABC Corp	Office Services	12/14/2002	56777	1,720.73
6	Acme Corp				299.22
7	Acme Corp				101.77
8	Acme Corp				7,310.07
9	XYZ Corp				769.37
10	XYZ Corp				140.89
11	XYZ Corp				178.70
12	XYZ Corp				2,790.62
13	XYZ Corp				127.98
14	XYZ Corp				118.34
15	XYZ Corp				77.41
16	Acme Corp				77.41
17	Acme Corp				77.41
18	Acme Corp				67.22
19	Acme Corp				1,539.81
20	Acme Corp				6,659.57
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Batch Import

Import Options

From Row: To Row:

Columns: Error includes columns separated by spaces. Example: A D E

Current Document Path: Browse

Total Files:

Import Exit

265

267

269

261

Ready

Sheet1 Sheet2

Fig. 17

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